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PROGRAM DOCUMENT

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GOVERNANCE AND ADMINISTRATION OF AN INDUSTRY MANAGED PRODUCT QUALIFICATION PROGRAM

1. SCOPE

- 1.1 This document defines the requirements for the operation of the Qualified Product Management Council (QPMC) in the governance and administration of an industry managed product qualification program.
- 1.2 The qualified product management process is designed to meet the following objectives:
 - Provide a mechanism for independent, objective and consistent analysis of product data
 - Approval of the qualification process to ensure compliance to applicable standard(s)
 - Provide a consistent approach to qualification of product
 - Ensure fairness among competitors
 - Maximize User shared resources
 - Maximize competition without the loss of quality
 - Allow for flexible approaches as needed
- 1.3 The QPMC and all bodies reporting to the QPMC, including Qualified Product Groups (QPGs), committees and ad hoc groups, shall operate in accordance with this procedure and all referenced documents.

2. REFERENCES

2.1 Applicable Documents

PRI PD 2001	Manufacturer Request for Product Approval and Qualification Process
PRI PD 2101	Aerospace Quality Assurance, Product Standards, Qualification Procedure, Fluid Distribution Systems

PRI operating procedures provide that "This report is published by PRI to advance the state of technical, engineering, and quality sciences. The use of this report is entirely voluntary, and its applicability and suitability for any particular use, including any patent infringement arising therefrom, is the sole responsibility of the user."

PRI invites your written comments and suggestions.

PRI PD 2102	Aerospace Quality Assurance, Product Standards, Qualification Procedure, Elastomeric Seals
PRI PD 2103	Aerospace Quality Assurance, Product Standards, Qualification Procedure, Sealants
PRI PD 2104	Aerospace Quality Assurance, Product Standards, Qualification Procedure, Gas Turbine Oils
Appendix E SAE Aerospace Council Organization and Operating Guide for Aerospace Standards Development Program	Standards Development Organization (SDO) Guidelines for Preparing Mandatory Qualified Product Lists (QPL) to Standards and Specifications

2.2 Definitions

GRANDFATHERED PRODUCTS: Products that are currently qualified to an existing OEM, government or military QPL, and which are anticipated to pass all additional requirements for the Product Standard within 24 months from submission, or as directed by the applicable QPG.

MANDATED BODY: A mandated body is one designated by the PRI Qualified Product Management Council (QPMC) in accordance with PRI PD2000. This body is responsible for assessing whether a manufacturer's products comply with the relevant standards. The Mandated Body is known as a Qualified Products Group (QPG) and is composed of members from the Original Equipment Manufacturers (OEMs) and Government agencies. (e.g. The PRI-QPMC has mandated a Fluid System Standard QPG for Aerospace, Couplings, Fittings, Hoses and Clamps.)

ORIGINAL EQUIPMENT MANUFACTURER (OEM): A manufacturer of an end item, system, or subsystem such as an airframe, engine, auxiliary power unit, etc.

QUALIFIED MANUFACTURER: A manufacturer listed on the Nadcap Qualified Manufacturer List (QML), www.eAuditNet.com.

QUALIFIED PRODUCTS LIST (QPL): A listing of products from manufacturers who have received a PRI product qualification approval letter to a specific standard or specification for specific product designations and plant locations.

SDO: Standards Development Organization

TECHNICAL EXPERT: A person having, involving or displaying special skill or knowledge derived from training or experience.

USER: A member from an Original Equipment Manufacturer (OEM) and/or Government Agency purchasing or defining a specific product to be utilized within an assembly, part, or finished product; a purchaser of an item containing the specific product.

3. GENERAL PROGRAM DESCRIPTION

3.1 The Industry Managed Qualified Products List (QPL) Program provides a basic uniform method for qualifying products in accordance with industry standards and requirements by the individual Qualified Product Group (QPG).

3.2 Manufacturers/suppliers seeking to have their products listed on a QPL shall submit an application to the Performance Review Institute (PRI), www.pri-network.org. The QPL listing process is defined in PD2001 and the applicable QPG Program Documents.

4. ORGANIZATION

4.1 Qualified Product Management Council (QPMC)

4.1.1 Responsibilities

4.1.1.1 The QPMC manages the Qualified Product Management Process.

Key activities of the QPMC to meet objectives shall include, but not be limited to:

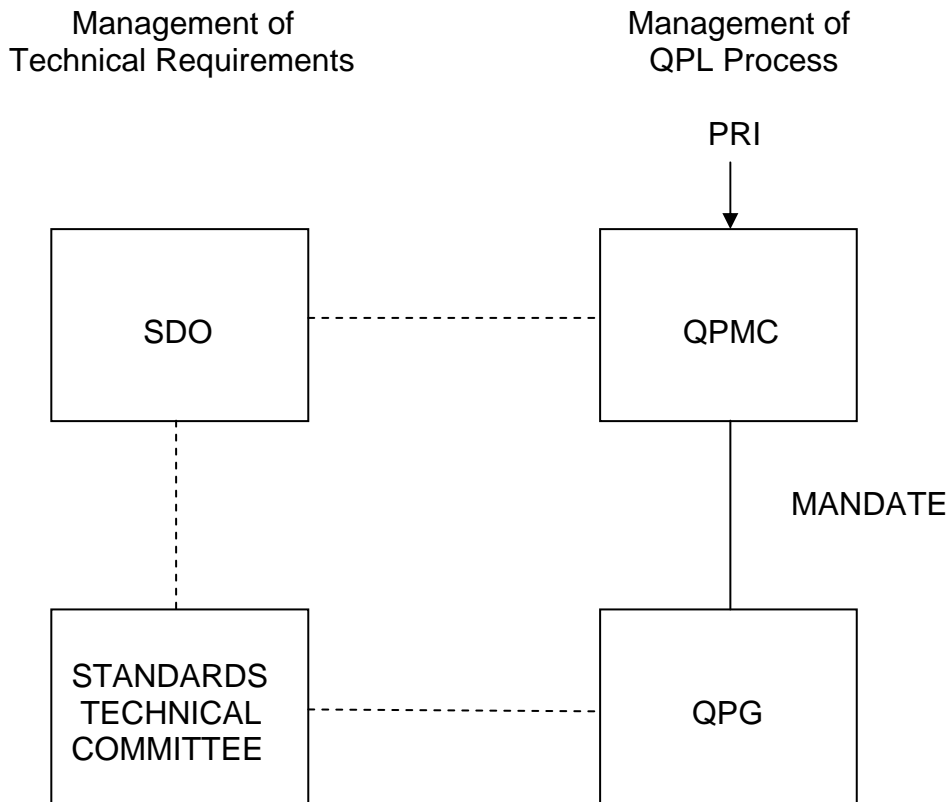
- Monitoring and overseeing the qualification program
- Establishing procedures
- Maintaining a process to grandfather existing Qualified Product Lists (QPLs)
- Advocating cost-effective alternative methods for qualification and requalification or products based on past performance, etc.
- Providing to industry an effective administrative structure to manage QPLs utilizing existing task groups, committees, etc., and providing feedback to industry in the form of guides or advisories
- Coordinating and communicating major activities throughout the industry
- Resolving QPL issues and providing direction
- Establishing international liaisons and recognition
- Providing guidelines to SDOs (e.g., SAE Aerospace Council Operating Procedure, Appendix E)
- Ensuring consistency in QPG operating procedure (see Appendix A)
- Designating mandated bodies as technical Qualified Product Groups (QPGs)
- Resolving appeals of QPG decisions as described in Section 6 herein

4.1.2 Authority

4.1.2.1 The QPMC operates under the auspices of the Performance Review Institute (PRI) Board of Directors and in cooperation with cognizant technical committees of affiliated Standards Development Organizations (SDOs).

- 4.1.2.2 The relationship of the QPMC/QPG to other participants is shown in Figure 1.
- 4.1.3 Membership
- 4.1.3.1 Membership in the QPMC is composed of Users and a PRI Board-appointed staff member who will serve as the Secretariat.
- 4.1.3.2 New members shall submit a written request to the QPMC Chairperson for consideration as a member of the QPMC and shall be confirmed by the QPMC. The goal of the QPMC membership shall be to maintain a balance of Users and government activities that represent different organizations or are from the same organization but with different management chains.
- 4.1.3.3 A membership roster shall be maintained.
- 4.1.3.4 Each individual must participate in at least one full QPMC meeting per year.
- 4.1.4 Chairperson
- 4.1.4.1 The Chairperson on the QPMC shall be nominated by the QPMC and confirmed by the PRI Board of Directors each year. The Chairperson has a term of two (2) years. The Chairperson may be re-elected.
- 4.1.5 Oversight
- 4.1.5.1 The QPMC shall provide oversight on the Qualification process by:
- Review and approval of the QPGs operating procedures
 - Process monitoring to assure consistency, fairness and equity of the process

FIGURE 1 – QPMC/QPG Relationship to the Participants



4.1.6 Meetings

4.1.6.1 Time: Meetings shall be called by the Chairperson and shall be held no less than twice a year.

4.1.6.2 Agenda: The Chairperson shall issue a detailed agenda at least two weeks prior to the meeting.

4.1.6.3 Minutes: The Secretariat shall prepare and distribute minutes for each meeting. These minutes shall be subject to confirmation at the following meeting. The minutes will be retained on the PRI website at www.pri-network.org for a period of six years.

4.1.6.4 Quorum: Quorum for meetings shall be 50% of the QPMC members.

4.1.7 Voting:

- One vote per member
- All decisions, excluding qualification appeals, by simple majority
- For qualification appeals, decisions shall be unanimous

5.0 QPL Approval

5.1 Issuance of Approval

Following successful completion of the PRI-QPL process, PRI shall notify the manufacturer and update the QPL within five (5) working days of notification of successful qualification by the QPG. PRI shall send an approval letter to the manufacturer.

NOTE:

PRI listing authorizes the manufacturer to mark products with the industry standard or number requiring PRI-QPL. A manufacturer suspended or not listed in the applicable QPL may not use the product numbers governed by the QPL, or imply or advertise that their products are in accordance with, or comply with the procurement specification for the QPL. Any violations of marking, advertising, or representation may be subject to legal actions.

5.2 Retention of Qualification

At a minimum, ninety (90) days prior to the time specified in the governing specification, PRI shall notify the manufacturers of the requirements for retaining their qualification. Any testing shall be per the governing specification.

5.3 In-Service Problem Reporting

Any failures or quality related issues regarding qualified product shall be reported to PRI. PRI shall formally notify the QPG and the manufacturer of the submitted issue. The manufacturer shall be required to respond to the notification in writing describing the identified issue and all corrective actions taken to remedy the issue. The QPG shall review the information and recommend closure of any other additional actions needed. When, PRI has received complaints on the performance of a qualified product, the QPG may require additional corrective actions be taken. This action may include a PRI audit at the place of manufacture. If, after review of any audit report and corrective actions taken, PRI shall notify the manufacturer of any further action necessary by the QPG.

5.4 Notification of Changes to Manufacturing / Process

The manufacturer shall inform PRI in writing of any planned changes to the following and the date to be implemented:

Note: See applicable PD2001 or QPG PD documents for additional requirements.

- a. Manufacturing process changes.

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- b. Manufacturing equipment and machinery. This does not include normal replacement of wear items or addition of new machines of brand, type, and model already in use at the approved facility.
 - c. Formulation of raw materials (when applicable).
 - d. Movement of manufacturing facilities, machinery, and personnel to a new location.
 - e. Business changes such as mergers, acquisitions by other companies, plant closings, and discontinuation of products.
 - f. Additional changes as defined by the applicable QPG Program Document and/or specification.

PRI shall consult with the QPG on the possible impact of the changes relative to any existing approvals. Where existing approvals are impacted, the manufacturer will be advised and any action required, including the submittal of updated test data, to support continued approval. As a minimum, PRI will retain the information for future audits, as required.

6.0 APPEALS

- 6.1 There shall be provisions for appeal of qualification decisions. These provisions shall assure that due process is provided.
- 6.2 Should the manufacturer not agree with the qualification decision of the QPG within 20 working days, the manufacturer shall provide written notification and a statement of the reasons to the PRI staff. The PRI staff shall attempt to resolve the disagreement, by the QPG Chairperson. If the issue cannot be resolved, the QPG shall review the appeal and notify the manufacturer of the decision within twenty (20) working days from the date of receipt of the appeal. The manufacturer may participate in a discussion with the QPG at the discretion of the manufacturer. The manufacturer shall not be present when a decision is being made.
 - 6.2.1 Upon the written request from the manufacturer, matters still unresolved shall be referred to the QPMC. Upon receipt of an appeal to the QPMC from PRI, the QPMC will form an ad-hoc Appeal Review Committee (Review Committee) of at least three different Users. Each Review Committee shall include individuals with expertise in the product in question.
- 6.3 The Review Committee shall report their finding to the entire QPMC and the QPMC shall issue their decision and rationale for that decision per 4.1.7. The QPMC shall inform through PRI the QPG Chairperson and manufacturer of the decision within thirty (30) working days of receipt of the appeal.

7.0 PERSONAL CODE OF ETHICS AND CONFLICT OF INTEREST

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- 7.1 The requirements of this section shall apply to all participants in the Industry Managed Qualification Program.
- 7.2 It is expected that all individuals shall exhibit accepted professional standards of conduct and to uphold and advance the integrity of the program.
- 7.3 Each individual has an inherent responsibility to uphold his position of trust relative to public interest. It is expected that each individual exercise impartial professional judgment to assure confidence in the integrity of the program by avoiding conflicts of interest in all related activities.
- 7.4 When a competing interest has the potential to preclude or impair exercising one's independent professional judgment or unreasonably jeopardize the integrity of the program, that individual should voluntarily disassociate himself from that particular activity, whether it is committee discussion, deliberations, or decision-making.
- 7.5 Any person associated with the program who believes that continued participation by any other person may jeopardize the integrity of the program should bring the matter to the attention of the Chairperson of the QPMC for resolution.
- 7.6 All individuals associated with the qualification process shall maintain proprietary or confidential information with which they become familiar as a result of the exposure to the manufacturer and/or reports during the qualification process appropriately. Information of this type shall not be shared with individuals or organizations having no right to this information.
- 7.7 No individuals associated with the qualification process shall use undue influence or personal conversations to influence the results or the review process.

8.0 MARK OF CONFORMITY

- 8.1 The published QPL shall authorize a mark of conformity for use by the manufacturer in accordance with established policies.



- 8.2 The mark of conformity is proprietary.
- 8.3 The use of the mark of conformity is optional unless required in the Technical Specification.
- 8.4 The mark of conformity shall not be transferred from one product to another.

9.0 PUBLICITY BY PRODUCT MANUFACTURERS

- 9.1 A manufacturer has the right to publish that it has been authorized to use the mark of

conformity for products, processes, or services for which the qualification applies.

- 9.2 In every case the manufacturer shall take sufficient care of his publications and advertising so that no confusion arises between qualified and non-qualified products.

10. MISUSE OF QUALIFICATION

As a part of the program, PRI shall have surveillance to ensure proper use of the qualification mark. Improper or misleading references to the program, the qualification, or the mark, that are found in advertisements, brochures, or other publications shall be subject to corrective actions that could include legal action.

11. SUSPENSION OF QUALIFICATION

- 11.1 A manufacturer may have qualification suspended, while corrective actions are taken, until compliance corrected under but not limited to the following circumstances:
- a. Surveillance reveals a nonconformance to the qualification requirements that is judged sufficient to warrant suspension
 - b. Misuse of the qualification mark that is not suitably retracted and corrected with measures instituted to prevent recurrence
 - c. Product impact issue reported to the QPMC, QPG or PRI by a User/manufacturer
 - d. Any other violation of the procedures of QPMC
- 11.2 In the event of suspension of qualification PRI shall advise the manufacturer in writing of any corrective actions necessary for the restoration of qualification.

12. WITHDRAWAL OR CANCELLATION OF QUALIFICATION

- 12.1 A manufacturer may have qualification withdrawn for but not limited to the following reasons:
- a. Surveillance reveals a nonconformance to the qualification requirements judged sufficiently serious to warrant withdrawal
 - b. Failure to pay the prescribed qualification and/or listing fees
 - c. Corrective actions taken for restoration of suspended qualifications are insufficient
 - d. Any violation of supplier's agreement with PRI
 - e. Nonconformance with established QPMC and/or QPG Operating Procedures
 - f. The manufacturer's wish to discontinue qualification
 - g. The product is no longer being manufactured
 - h. The manufacturer is going out of business
 - i. Reporting of false information or data
 - j. Manufacturer selling/identifying product(s) requiring PRI QPLs which are not listed on the applicable PRI QPL.

12.2 In the event of qualification withdrawal, PRI shall advise the manufacturer in writing of any corrective actions necessary for the restoration of qualification.

13. GRANDFATHERING OF EXISTING QPLs

When requested by a manufacturer, the QPG shall review available test reports from previous military or OEM approvals of recent or existing QPLs. After such review, the QPG shall decide if the product should be grandfathered and published in the Industry QPL. Where existing data is not current or complete, the QPG may recommend conditional transfer to an Industry QPL under conditions of data compilation, additional testing and review within the time frame (e.g., twenty four months) established by the relevant QPG. After this period, the QPG shall determine whether product testing or other verifications shall be performed.

14. CHANGES TO QPMC OPERATING

Significant technical changes to QPMC Operating Procedures may be accomplished by a majority vote of the QPMC and/or a 14-day affirmation ballot to all voting members. Changes to the process defined herein shall be as directed by the QPMC.

15. USE OF QUALIFIED PRODUCTS

Use of any qualified product is the sole responsibility of the User.

16. PRI CONFIDENTIALITY AGREEMENT

16.1 All information provided to PRI shall be treated in accordance with the confidentiality requirements of PRI. Operating procedures are in place within PRI to handle and protect all proprietary and company confidential information that is furnished by all manufacturing sources, or potential sources, for a QPL. This includes all second party or other persons acting for PRI.

16.2 Examples of proprietary data include raw qualification data, product formulations, cost and yield information, procedures, processing details, PRI audit results, design techniques and guidelines, etc. Examples of non-proprietary information include QMLs and QPLs.

16.3 All QPL test data shall be identified as "Proprietary" by the supplier. A record shall be kept by PRI indicating the material sent, date sent, why it was sent, and to whom it was sent. Test data will be kept on file at PRI for a period of six years. After that time period, test reports shall be procured from the supplier.

16.4 QPMC and QPG members receiving such proprietary information shall sign a PRI-QPL Confidentiality Agreement that they shall not use such proprietary information, except in connection with PRI or QPG related transactions with the party disclosing such

proprietary information. QPG members shall handle this proprietary information in accordance with PRI operating procedures.

Note: US Government employees are covered by the Trade Secrets Act, 18 U.S.C Section 1905. Signature of acknowledgement shall be provided to PRI.

APPENDIX A

A1. THE QUALIFIED PRODUCT GROUPS (QPGs)

A1.1 Responsibilities

A1.1.1 The QPGs shall review and evaluate relevant data and determine eligibility for inclusion on QPLs.

A1.1.2 QPGs shall adopt PD2001 or establish additional procedures for the review of manufacturers' requests for qualification (PD2001 as a minimum). These QPG unique procedures shall meet the requirements of PD2001 and be approved by the QPMC.

A1.1.3 Key activities of the QPGs shall include:

- Defining and approving data sources
- Preparing an evaluation matrix
- Reviewing data for conformance to requirements
- Dispositioning each qualification submittal
- Preparing and forwarding evaluation reports and supporting data to QPMC Secretariat designee

A1.1.4 Recommendations for technical changes or improvements to standards arising from the review of data shall be forwarded to the SDO technical committee by the QPG.

A1.2 Membership

A1.2.1 The QPG shall be comprised of a minimum of three (3) different Users. A membership roster shall be maintained by PRI

A1.2.2 Members shall be recommended by the SDO Committee and appointed by the QPG Chairperson. Any qualified individual should be considered for appointment. Criteria for membership is as follows:

- User as defined in paragraph 2.2
- Technical experts in the product area
- Ability to provide resources, review data packages and contribute to the qualification decision
- Knowledgeable of the QPL process
- Signing a PRI-QPL Confidentiality Agreement

A1.3 Chairperson

A1.3.1 Chairpersons of the QPGs (recommended by the SDO Committee) shall be appointed by the QPMC.

A1.3.2 QPG Chairperson(s) may appoint a Vice-Chairperson and shall appoint a Secretary.

A1.4 Meetings

A1.4.1 Meetings (inclusive of teleconferences, etc) shall be called by the Chairperson and shall be held no less than twice a year.

A1.4.2 The QPG Secretary shall take attendance and minutes for publication.

A1.4.3 The QPG Secretary or the Chairperson shall submit minutes and agenda to the QPMC Secretariat or designee for distribution.

A1.5 Voting and Quorum

A1.5.1 One vote per member.

A1.5.2 Product qualification decisions shall require unanimous approval. All decisions require a minimum of three (3) members representing at least three (3) different Users for approval.

A1.5.3 All other decisions shall require a simple majority of the members present (vote at meeting) or responding (vote by mail).

